

KEY HEALTH SERVICES STAFF AND RESOURCES

Kentucky Department for Public Health

In addition to providing half of the funds for the Education School Nurse Consultant position, the Kentucky Department for Public Health (KDPH) is also available to provide health resources to the Department of Education, to local schools and to local health departments.

Education School Nurse Consultant

The Education School Nurse Consultant provides leadership, technical assistance, and consultation to school districts, local public health departments, local schools, families and other community members. In addition, this position assists in interpretation of school health laws and promotes quality school health services at the school district and local school levels. The complete job description is illustrated as

[Exhibit 2A](#). The National Association of State School Nurse Consultant position description is available at <http://lserver.aea14.k12.ia.us/swp/tadkins/nassnc/nassnc.html>

School Health Coordinator

Pursuant to [704 KAR 4:020](#), Section 5, and relating to [KRS 156.160](#): ... a superintendent shall designate a person to serve as school district health coordinator... The school district health coordinator shall work in cooperation with all school personnel, the local board of education, the State Department of Education, the local health department, family resource and youth service centers, and parents in planning, promoting, and implementing a school health services program. ⁽³⁾

The school health coordinator serves as a leader and liaison between KDE/LHD and each school in all components of coordinated school health. Qualifications and a job description for this position can be found in KDE's Local District Classification Plan, Class Code 7271 [Exhibit 2B](#) or by the determination of the Educational Professional Standards Board in 704 KAR Chapter 20.

Director of Pupil Personnel

The Director of Pupil Personnel (DPP) provides additional leadership to the health staff at the district and school level. Issues such as attendance, truancy, and dropout can at times contribute to the health and safety of the students. As a member of the Interdisciplinary School Health Services Team, the DPP can receive valuable information on student health concerns and can assist in the planning process to eliminate barriers to learning.

School Nurse

Definition of school nursing (NASN, Rhode Island, 1999):

School nursing is a specialized practice of professional nursing that advances the wellbeing, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy, and learning. ⁽⁴⁾

The National Healthy People 2010 objective for the school nurse to student ratio is 1 to 750. In school year 2002-2003, Kentucky's ratio was 1 to 1,362. This number includes LPNs and RNs.

In Kentucky, the Registered Nurse (RN) minimal education requirement is an Associate Degree in Nursing. In Kentucky to practice as a school nurse, there is no requirement to obtain a specialty certificate. "A bachelor's degree is the minimum level of education required to sit for the national school nurse certification examination. The national certification represents a national standard of preparation, knowledge and practice in school nursing." ⁽⁵⁾ In Kentucky, the administrative regulation [16 KAR 2:060](#) establishes the standard to issue a certificate

for the position of school nurse.⁽⁶⁾

The Kentucky Board of Nursing (KBN) is authorized by Kentucky Revised Statutes (KRS) [Chapter 314](#) to regulate nurses, nursing education and practice, and to issue advisory opinions on nursing practice, in order to assure that safe and effective nursing care is provided by nurses to the citizens of Kentucky. The KBN Advisory Statement #93-30, School Nursing,⁽⁷⁾ (see [Appendix](#)) describes the practice roles of the Advanced Registered Nurse Practitioner, Registered Nurse and Licensed Practical Nurse in the school setting according to the provisions set forth in [KRS 314.011](#). Also explained in this advisory statement is the role of delegation of selected acts to school personnel and the supervision of unlicensed persons in accordance with [KRS 156.502](#) and [201 KAR 20:400](#). (See [Appendix](#))

The model for the delivery of school health services is often based on the needs of the individual school or district. There are three main staffing models that have been identified that are used throughout the Commonwealth:

- School nurses who are hired directly by a district or individual school
- Local public health department, hospital, home health agency with whom the district contracts
- Physician office and/or school-based health center with whom the district contracts

Health Services Assistant

In addition to the school nurse represented in each of these models, many schools provide direct health care to students by using health assistants/unlicensed school staff. The multi-level staffing model provides a variety of services to students and staff and is the most common model seen in Kentucky schools. The health service assistants' basic function according to class code 7273 is "administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; assist with health testing programs; prepare and maintain a variety of records, files and reports." [Exhibit 2C](#) describes the expectations and limitations of the role. The delegating nurse provides ongoing training, support and supervision, and participates in the evaluation process of the delivery of the delegated health service as described in [201 KAR 20:400](#) Section 4(8)

EDUCATION SCHOOL NURSE CONSULTANT

The Education School Nurse Consultant reports to the Team Leader for Coordinated School Health. This full-time position supports all student health services by providing general leadership, consultation, and direction in the development and promotion of quality school nursing services. All student health service activities will build capacity for effective Coordinated School Health Programs.

Roles and Responsibilities:

Participate in the communication of guidelines and protocols and updates, to all school nurses, school districts, public health offices, and other agencies providing school nursing services to schools.

Assess and determine training methods for nursing procedures and practices to be followed in Kentucky public schools in conjunction with policies of the Kentucky Board of Nursing and the Nurse Practice Act.

Provide technical assistance in the definition and clarification of nursing procedures that may be delegated to unlicensed personnel.

Provide assistance to districts and schools in the specific employment qualifications/requirements for school nurses and related personnel.

Provide professional development to all school nurses in the area of documentation, record keeping, and reporting/collection and analysis of data.

Participate in the Intra-Agency Coordinated School Health Team.

Provide technical assistance in improvement for schools and local health department school health services.

Serve as KDE's liaison and resource expert in the area of school nursing practice at the local and state levels.

Monitor, interpret, and disseminate relevant and current information to user groups associated with changes in health and medical care, school nursing practice, and related legal and legislative issues.

Serve as a member of appropriate boards and committees, as directed.

LOCAL DISTRICT HEALTH COORDINATOR

Roles and Responsibilities:

Evaluate services in the school health program to plan for more comprehensive services for the child, family, and schools as necessary; assist in the formulation of the school health program.

Develop methods to evaluate the contribution of nursing, psychology and/or social work in school health areas on a continuous basis related to health needs, coordinate with other professionals and citizens groups in researching, planning and implementing the school health program.

Coordinate activities of the Health Department with other services in the school district; communicate with the Health Department, school system, and other community resources and agencies to develop improved systems of early case findings and referrals for improved child care.

Participate as a team member for in-service education in schools, Pupil Personnel Services, and the Health Department; organize and assist in the health education of parents, teachers and administrative groups.

Maintain current standards of nursing, psychology, and/or social work in special program areas, and provide services according to agency policies and programs.

Maintain and implement the requirements for physical examinations and immunizations required by law; coordinate activities with Pupil Personnel as needed.

Act as safety coordinator for the school system; assist the principals in establishing school safety committees and the supervision of school safety procedures and practices.

Complete OSHA reports; maintain records and injury reports associated with Worker's Compensation Insurance for district employees; assure completion of annual reports for the state Department of Education regarding health services; maintain record-keeping systems.

Promote the appropriate use of screening techniques in vision, hearing, dental and other tests; arrange for the training of teachers or volunteers in performing screenings; plan for the follow-up of suspected findings; assist teachers and volunteers in developing an awareness of signs of illness or other health problems.

Participate in conferences with parents and/or teachers regarding problems of individual pupils or the classroom as a whole; provide counseling according to established guidelines.

Encourage families to provide for periodic health examinations of their children by utilizing services of private physicians, dentists, and clinics; interpret the school health program to the family, consult with parents regarding the health of their children; notify parents and pupils for needed immunizations and tests as required.

Observe and report to physicians, with parental approval, the pupil's health status and any reaction at school to drugs or treatments prescribed by the physician.

Act as a resource person to school personnel, pupils, and parent/teacher organizations regarding the various aspects of health education; provide or recommend health education materials for classroom use.

Participate in formulating policies for the care of pupils who become ill or injured at school; arrange for the instruction of school personnel to give emergency care.

Supervise the reporting of any known or suspected communicable disease cases to the local health department.

Perform related duties as assigned.

Knowledge And Abilities:

Knowledge Of:

- Policies, objectives, rules, and regulations related to the school health program
- Vision, hearing, dental and other screening techniques
- Promotion and public speaking techniques
- Conference and counseling techniques
- Record-keeping techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience, and courtesy
- Health and safety regulations
- Communicable diseases

Ability To:

- Plan, coordinate, implement and modify a comprehensive health services program for the district
- Train others in proper screening techniques
- Communicate with others regarding a variety of health-related activities and concerns
- Coordinate a variety of health related activities
- Provide consultation to parents, students, teachers, and school authorities
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Compile data and verify data and prepare reports
- Learn district organization, operations, policies, and objectives
- Work independently with little direction
- Plan and organize work
- Observe health and safety regulations

Education, Experience, And Licenses:

Any combination equivalent to:

- Graduation and licensure from a Registered Nursing program and three years nursing experience;
- Graduation from a four -year psychology program and one year of related experience; or
- Graduation and licensure from a four-year social work program and one year of related experience.

HEALTH SERVICES ASSISTANT

Roles and Responsibilities:

Administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; assist with health testing programs; prepare and maintain a variety of records, files and reports.

Representative Duties:

- Perform basic first aid procedures and screen ill or injured children according to established procedures; utilize a variety of health products and supplies in caring for injuries and health needs.
- Administer first aid in emergency situations and notify nurse, administrator, parents or paramedics as necessary.
- Schedule students for and assist with vision, hearing, scoliosis and dental screenings; schedule follow-up appointments if further testing are required.
- Prepare, maintain and type a variety of health-related records and files including student health records, emergency medical records, accident reports and health and disability reports; prepare correspondence, forms, notices and referrals; maintain files and duplicate materials as needed.
- Maintain the health office in a clean, orderly and safe condition; assist in maintaining inventory and order first aid supplies as necessary.
- Attend meetings and assist other school personnel as required.
- Operate standard office equipment as required
- Perform related duties as assigned.

Knowledge And Abilities:

Knowledge Of:

- Basic First Aid and age-appropriate CPR techniques
- Health and safety regulations
- Modern office practices, procedures and equipment
- Record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communications skills
- Interpersonal skills using tact, patience and courtesy

Ability To:

- Administer first aid to ill or injured students
- Establish and maintain files, records, reports and referrals.
- Work cooperatively with others.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Plan and organize work.
- Work confidentially with discretion
- Communicate effectively both orally and in writing
- Read, explain and follow rules, regulations, policies and procedures
- Learn and apply appropriate care and procedures related to ill or injured students
- Perform clerical duties such as filing, duplications, typing and maintaining records
- Operate standard office equipment as required
- Complete work with many interruptions

Education And Experience:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and one year of clerical or office experience

Licenses And Other Requirements:

Valid First Aid and CPR Certificate issued by an authorized agency